

"[CLICK AND INSERT APPLICATION TITLE HERE]"

A 2006 Value-Added Producer Grant Planning Application

Submitted by:

"[CLICK AND INSERT APPLICANT NAME HERE]"

"[CLICK AND INSERT APPLICANT STREET ADDRESS]"

"[CLICK AND INSERT CITY, STATE, ZIPCODE HERE]"

"[CLICK AND INSERT DATE HERE]"

TABLE OF CONTENTS

| | |
|---------------------------------------|----------|
| Title Page..... | i |
| Table of Contents | ii |
| Executive Summary | 1 |
| Eligibility Discussion | "page #" |
| Proposal Narrative..... | "page #" |
| Project Title..... | "page #" |
| Information Sheet..... | "page #" |
| Goals of the Project..... | "page #" |
| Work Plan..... | "page #" |
| Performance Evaluation Criteria | "page #" |
| Proposal Evaluation Criteria..... | "page #" |
| Conflict of Interest Disclosure | "page #" |
| Certification of Judgment..... | "page #" |
| Certification of Matching Funds..... | "page #" |
| Verification of Matching Funds..... | "page #" |
| Appendix: Letters of Support..... | "page #" |

EXECUTIVE SUMMARY

"[INSERT TITLE]"

by "[INSERT APPLICANT NAME]"

"[CLICK AND TYPE EXECUTIVE SUMMARY HERE.]"

ELIGIBILITY DISCUSSION

Applicant Eligibility

"[CLICK AND INSERT APPLICANT ELIGIBILITY DISCUSSION]"

Product Eligibility

"[CLICK AND INSERT PRODUCT ELIGIBILITY DISCUSSION]"

Purpose Eligibility

"[CLICK AND INSERT PURPOSE ELIGIBILITY DISCUSSION]"

INFORMATION SHEET

"[CLICK AND TYPE APPLICATION TITLE HERE]"

Nature of the proposed venture..... "page #"

Qualifications of those doing the work..... "page #"

Commitments and support "page #"

Project leadership "page #"

Work plan/budget..... "page #"

Amount requested "page #"

Business size..... "page #"

Number of grants..... "page #"

Presidential initiative of bio-energy..... "page #"

Administrator points..... "page #"

GOALS OF THE PROJECT

"[CLICK AND INSERT THE GOALS OF THE PROJECT HERE]"

WORK PLAN

Note: You need only supply one copy of your work plan and budget, either in this area of the application or as part of your Proposal Evaluation Criteria. An example format for your budget is below. If you choose to present your work plan and budget as part of the Proposal Evaluation Criteria, please reference the page number here.

Example Budget Format

| Task | Start | End | Budget | | | |
|------------------------------|-------|------|---------|------|---------|-------|
| | Date | Date | Federal | Cash | In-Kind | Total |
| Task 1 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 2 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 3 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 4 | | | | | | |
| Responsible Staff: | | | | | | |
| | | | | | | |
| Total Cost of Project | | | | | | |

PERFORMANCE EVALUATION CRITERIA

"[CLICK AND INSERT PERFORMANCE EVALUATION CRITERIA HERE]"

PROPOSAL EVALUATION CRITERIA

Nature of the proposed venture

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Qualifications of those doing the work

"[CLICK AND INSERT CRITERIA DISCUSSION HERE]"

Commitments and support

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Project leadership

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Work plan/budget

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Note: Make sure that you have a Budget and Work Plan in your application – either as part of this criterion or located elsewhere and referenced. An example format for your budget is included on the following page.

Example Budget Format

| Task | Start | End | Budget | | | |
|------------------------------|-------|------|---------|------|---------|-------|
| | Date | Date | Federal | Cash | In-Kind | Total |
| Task 1 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 2 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 3 | | | | | | |
| Responsible Staff: | | | | | | |
| Task 4 | | | | | | |
| Responsible Staff: | | | | | | |
| | | | | | | |
| Total Cost of Project | | | | | | |

Amount requested

"[CLICK AND INSERT AMOUNT REQUESTED HERE]"

Project cost per owner-producer

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Business size

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Number of grants

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Presidential initiative of bio-energy

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

Administrator points

"[CLICK AND INSERT CRITERION DISCUSSION HERE]"

CONFLICT OF INTEREST DISCLOSURE

"[CLICK AND TYPE CONFLICT OF INTEREST DISCLOSURE]"

CERTIFICATION OF JUDGEMENT

"[CLICK AND INSERT APPLICANT'S NAME HERE]" certifies that the United States has not obtained a judgment against it.

CERTIFICATION OF MATCHING FUNDS

"[CLICK AND INSERT NAME OF APPLICANT]" certifies that matching funds will be available at the same time grant funds are anticipated to be spent and that matching funds will be spent in advance of grant funding, such that for every dollar of grant funds advanced, not less than an equal amount of matching funds will have been expended prior to submitting the request for reimbursement.

VERIFICATION OF MATCHING FUNDS

Insert all documents verifying matching funds after this page. Documents include, but are not limited to, signed letters from third parties and bank statements. For a complete discussion of the requirements for this section, please see the NOSA.

APPENDIX: LETTERS OF SUPPORT

Insert up to 10 letters of support in this appendix.